



Department of
the Secretary of State

Bureau of Motor Vehicles

Matthew Dunlap
Secretary of State

Patty A. Morneault
Deputy Secretary of State

Francis Fox
Chief of Motor Carrier Services

Garry R. Hinkley
Director of Vehicle Services

IRP REGISTRANT CERTIFICATION

This form must be completed by the registrant, or a person duly authorized to conduct business on behalf of the registrant, prior to renewing any IRP Fleet Registration.

1. Does your company have its own Operating Authority?

☐ YES

☐ NO – PRIVATE PROPERTY

☐ NO – EXEMPT FOR HIRE

☐ NO – LEASED FOR AUTHORITY

The name of the Company Leased to _____ DOT# _____

2. Did the renewal fleet accrue distance in Maine during the distance reporting period applicable to the renewal registration year (Schedule B should reflect actual mileage for Maine) or, if there was no fleet operation during the reporting period, did the fleet accrue distance in Maine during the previous registration year?

☐ YES

☐ NO (If 'NO', stop, you are not eligible to base in Maine)

3. Established Place of Business: does your company own or lease a physical structure in Maine that is open for business and staffed by one or more permanent employees during normal business hours for the purpose of managing its trucking related business? The street address of the physical structure must be specified in the IRP applications. The IRP Office may request up to three documents verifying the reported address.

☐ YES

☐ NO (If 'YES', please skip question #4)

4. Maine Residence: can your company demonstrate residence in Maine? The IRP Office will require at least three forms of documentation demonstrating residence (see 'Proof of Residency' on the IRP Renewal Letter).

☐ YES

☐ NO (If Questions #3 and #4 are 'NO', stop, you are not eligible to base in Maine)

5. Are the operational records for the renewal fleet maintained at the established place of business in Maine or if your company does not have an established place of business, at the residence in Maine?

☐ YES

☐ NO (If 'YES', please skip question #6)

6. If not, can the operational records be made available at the designated base location in the event of an audit?

☐ YES

☐ NO (If Questions #5 and #6 are 'NO', stop, you are not eligible to base in Maine)

I/we, the undersigned, do hereby certify that the statements made herein are true and correct to the best of my/our knowledge, information, and belief and the company named below does meet the IRP basing requirements for the State of Maine. I/we understand that if, after the renewal registration(s) is issued, it is later determined that the company does not meet the IRP basing requirements for the State of Maine, the registration(s) may be cancelled and fees will not be refunded.

NAME OF COMPANY _____

IRP ACCOUNT NUMBER _____

SIGNATURE OF AUTHORIZED OFFICIAL(S) _____

PRINT NAME OF AUTHORIZED OFFICIAL(S) _____

TITLE(S) _____

DATE _____